GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - EFS & T Department - Establishment – Revision of the Andhra Pradesh Forest Subordinate Services Training Rules, 2012 as the Andhra Pradesh Forest Subordinate Service Training Rules, 2023 – Orders – Issued.

ENVIRONMENT, FORESTS, SCIENCE & TECHNOLOGY (SEC.V) DEPARTMENT

G.O.Ms.No.71

Dated.01.11.2023.
Read the following:-

1) G.O.Ms.No.20, Environment, Forests, Science & Technology (For.IV) Department, dated 12.02.1997.
2) G.O.Ms.No.5, Environment, Forests, Science & Technology (For.V) Department, dated 27.01.2012.
3) G.O.Ms.No.17, Environment, Forests, Science & Technology (Sec.V) Department, dated 09.07.2020.
4) From the Principal Chief Conservator of Forests & HoFF, A.P., Mangalagiri, Lr.Ref.No.2796/2023/HR-1, dated 15.06.2023 and 19.07.2023.
5) Letter No.EFS01-FRST0FSER/136/2023-SEC.V, dated 04.09.2023.
6) From the Secretary, A.P. Public Service Commission, Vijayawada, Lr.No.GAD03-APPS0RR/15/2023-RRS, dated 18.10.2023.

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ORDER:

In the G.O. 2nd read above, Government have issued the Andhra Pradesh Forest Subordinate Services Training Rules, 2012, in supersession of the rules of Andhra Pradesh School of Forestry, Yellandu issued in the G.O. 1st read above.

2. In the G.O. 3rd read above, Rule 14 of the Andhra Pradesh Forest Subordinate Services Training Rules, 2012 issued in G.O. 2nd read above was amended.

3. In the letter 4th read above, the Principal Chief Conservator of Forests & Head of the Forest Force, Andhra Pradesh, Mangalagiri has submitted proposals for revising the Andhra Pradesh Forest Subordinate Services Training Rules, 2012 as "Andhra Pradesh Forest Subordinate Service Training Rules, 2023" in supersession of G.O. 2nd read above and subsequent amendments made thereafter.

4. Government have examined the proposals and in supersession of G.O. 2nd read above and subsequent amendments, hereby issue "The Andhra Pradesh Forest Subordinate Service Training Rules, 2023" as appended to this order and will be published in Andhra Pradesh Gazette.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner of Printing, Stationery and Stores Purchase, A.P., Vijayawada. (with a request to publish in Gazette and furnish 100 copies to Government)
The Principal Chief Conservator of Forests & HoFF, Andhra Pradesh, Mangalagiri.

(P.T.O)

Copy to:-
The General Administration (Ser.E) Department.
The Law Department.
The Secretary, A.P. Public Service Commission, Vijayawada (10 copies).
The Prl. Accountant General, A.P., Vijayawada.
The P.S. to Secretary to Chief Minister.
The P.S. to Minister (E, FES&T, M&G).
The P.S. to Special Chief Secretary to Government, EFS & T Department.
SF/SC (Computer No.2133569).

// FORWARDED:: BY ORDER //

S. Raj...

SECTION OFFICER

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India in supersession of "The Andhra Pradesh Forest Subordinate Service Training Rules, 2012" issued in G.O.Ms.No.5, Environment, Forests, Science and Technology (For-V) Department, dated 27.01.2012 as amended from time to time, the Governor of Andhra Pradesh hereby makes the following Rules in respect of the Training of the members of Andhra Pradesh Forest Subordinate Service at the Andhra Pradesh State Forest Academy, Rajamahendravaram.

RULES

1. Short title: These rules shall be called "The Andhra Pradesh Forest Subordinate Service Training Rules, 2023".

2. **Applicability:-**

(i) These rules shall be applicable to the Andhra Pradesh State Forest Academy, Rajamahendravaram, and similar training institutions authorized by the Principal Chief Conservator of Forests and Head of the Forest Force brought under the control of A.P. State Forest Academy, Rajamahendravaram for training of the following class and categories of officers of the Forest Department, categorized under Para-II, Class-A of the Andhra Pradesh Forest Subordinate Service Rules, issued in G.O.Ms.No.88, Environment, Forests, Science & Technology (For.IV) Department, Dated 19.07.2000.

a) Forest Section Officer
b) Forest Beat Officer

3. **Administration:-**

i. The functioning of the Academy shall be under the control of an Officer of the rank of Conservator of Forests and above including the IFS officer Retired in the rank of Conservator of Forests and above appointed by the Government of Andhra Pradesh who shall be hereafter called as "DIRECTOR".

ii. There shall be a Board of Control on issues pertaining to the functioning of the Academy consisting of the following officers:-

(a) Principal Chief Conservator of Forests/Addl.Prl.Chief Conservator of Forests/Chief Conservator of Forests looking after Human Resources Development in the office of the Principal Chief Conservator of Forests. (Chairman)

(b) Director of the Academy. (Member-Convener)

(c) Additional Director of the Academy. (Member)

(d) Chief Conservators of Forest (T) / Conservator of Forests (T) in whose territorial jurisdiction the Academy is situated. (Member) .

(e) Deputy Director acting as Drawing and Disbursing Officer of the

Academy. (Member)

(f) District/Divisional Forest Officer (T), in whose territorial jurisdiction the Academy is situated. (Member)

(g) Any other officer co-opted by the Chairman as a Member of the Board, if felt necessary.

iii. The Board shall meet at least twice a year to oversee the functioning of the Academy specifically to finalize the results of final examinations.

In the absence of the Chairman of the Board of control in a particular meeting, the senior most of the members present in the meeting shall act as Chairman and conduct the proceedings.

4. **Training Capacity:-**

The maximum number of seats in the Academy per session of Forest Section Officers training will be 60 and Forest Beat Officers training will be 60. The number of seats however may be decreased or increased temporarily by the Board of Control by looking into the availability of infrastructure and staff.

5. **Selection for the Training:-**

The selection of trainees for each session will be made from the amongst the list of untrained in-service personnel as follows:-

(i) Trainees from the cadre of Forest Section Officers shall be selected on the basis of their seniority following the Circle level seniority list.

(ii) Forest Beat Officers shall be selected in order of their seniority following the Division level seniority list.

(iii) The proposals from the respective Circles/ Districts/ Divisions for undertaking the Trainings to FSOs and FBOs will be obtained by the Director of the Academy and the selection of the untrained Forest Section Officers and Forest Beat officers will be finalized by the Director of the Academy 30 days before the date of commencement of respective training batches after taking approval from the Principal Chief Conservator of Forests & Head of Forest Force.

(iv) The DFOs/Unit Officers shall ensure that the untrained FSOs & FBOs are recommended for training to the Director of the Academy without deviating their position in the seniority list and they shall not consider any exemptions from undergoing mandatory trainings at their level.

6. **Exemption from Training:-**

i (a) All the requests for exemption if any including Medical grounds, shall be submitted to the Director of the Academy who will consider for exemption or otherwise by the Director duly examining the grounds on which the exemption is sought by the untrained FSOs and FBOs and the Director of the Academy shall send to PCCF & HoFF for approval.

Exemption requests on Medical grounds shall be considered only on the certificate issued by the concerned District Medical Board.

Such of those who are exempted in a particular batch should invariably

attend the NEXT batch of training. Otherwise they shall not be permitted for training in subsequent batches also without special permission granted by the Government based on the recommendation of the Principal Chief Conservator of Forests & Head of Forest Force.

i(b) Such exemptions once granted by the Principal Chief Conservator of Forests & Head of Forest Force shall be recorded at the Division level as well as at A.P. State Forest Academy and the Circle/ District/ Divisional Forest Officers shall invariably propose them in the next immediate batch of training.

(ii) A candidate selected and relieved from regular duties for training shall not be allowed to rejoin the duty in the Circle / District/ Division until he/she completes the duration of the course or granted exemption or otherwise.

(iii) The candidates avoiding joining the training session are liable for disciplinary action. The candidates exhibiting bad conduct, showing will full negligence and disobedience to the officers of the Academy during the training period shall be liable for discharge from the training besides disciplinary action.

(iv) All untrained Forest Section Officers and Forest Beat Officers shall have to undergo their respective courses of mandatory training. Those, who are fifty five (55) years of age and above, as on the date of commencement of training, will however be exempted from training, provided they relinquish all future promotions and benefits that accrue but for undergoing training through a letter of undertaking addressed to the Director of the Academy through the controlling officer.

7. **Reporting for Training:-**

The selected candidates shall report for training on the date of commencement of training. Those, who are reporting after one week shall be admitted by the Director of the Academy after examining the reasons for such delay. However, in no case, admission to Forest Section Officer and Forest Beat Officer training session shall be granted after two weeks of commencement of training.

8. **Execution of Bond:-**

All the trainees selected for the training in Andhra Pradesh State Forest Academy are required to execute Surety Bond and Agreement in the prescribed forms in Annexure-I and Annexure-II before they join training binding them to serve the Government at least for five (5) years after the training is completed. The amount of Surety Bond to be executed is **Rs.50,000/-**for the Forest Section Officer trainees and **Rs.25,000/-** for the Forest Beat Officer trainees. The amount of surety bond prescribed herewith may be revised by the Government from time to time.

9. **Accommodation for the Trainees:**

(i) The trainings being imparted are fully residential and the trainees shall have to stay in the hostels/ dormitory provided by the Academy.

(ii) The Academy will provide water and electricity charges and rent free accommodation to the trainees within campus. Besides, the forest department trainees who are not given Government accommodation, at their last place of posting, will be paid House Rent Allowance to enable them to keep their families at the place of posting, from where they are deputed for Training.

(iii) Hostels:-

(a) The trainees on arrival at the Academy will be provided with free accommodation.
(b) The trainees must abide by Hostel rules and also should obey orders issued by the Director from time to time.
(c) Trainees shall be called for the roll-call every day at 9.00 pm and they shall not be absent from Hostel premises after 9.00 pm without prior permission of the Director.
(d) To help in the internal administration of the classes, each trainee will work by rotation, as a duty officer every week.
(e) A trainee shall be held responsible for the loss or damage of any Government article kept in his/her charge. In case of loss or damage, the cost thereof as fixed by the Academy shall be recovered from him/her.
(f) No trainee shall be allowed to keep any guest in the Hostel.

10. **Holidays:-**

All the approved public holidays will be observed as non-working days at Academy. While on tour, the Director has the discretion to declare any day as holiday for reasons to be specified.

11 **Allowances and supply of equipment to Trainees:-**

(i) The Trainees will be granted travelling Allowance for journeys to the Academy and back to the respective headquarters after completion of the training and also on tours during the training as per the AP Travelling Allowance Rules, revised from time to time.

(ii) The following articles shall have to be possessed by the trainees on the date of joining the Academy apart from the Khaki uniform with Beret cap as indicated below.

P.T./Sports Dress: White 'T' Shirts	2 Nos.
White shorts	2 Nos.
White canvas shoes.	2 Pairs
White socks	2 Pairs
Sports jersey	1 No.
White dress Full hands white shirts/Chudidhar Full pant/ Pyjama	2 Nos 2 Nos
Field Equipment:	
Ordinary tape	1 No
Field boots and patties	1 No
Belt	1 No
Whistle with cord	1 No

(iii) The following articles will be provided by the Academy to the trainees at the time of joining the training.

Field Equipment:	
Haversack	1 No
Water bottle	1 No
Diameter tape	1 No
Field compass	1 No
Beret cap	1 No
Shoulder badges.	2No.s
All lecture notes	1 Set

12. **Dress and Equipment:-**

(i) The Forest Section Officer trainees shall wear the khaki uniform prescribed with the khaki beret cap.

(ii) The Forest Beat Officer trainees shall wear the khaki uniform prescribed with the khaki beret cap.

(iii) All the trainees such as Forest Section Officer, and Forest Beat Officer trainees shall have to wear white collared T-shirt and Khaki pants while moving in the campus including dining hall, night roll call, going out with permission etc.

(iv) The dress and equipment should always be kept neat and in perfect order.

(v) Books and other equipment, not prescribed under these rules, if prescribed by the Director shall be purchased by the trainee.

13. **Leave and Attendance:-**

(i) Leave:

No trainee shall proceed on leave without prior permission. No leave shall be granted except for very special reasons. In case a trainee is found unfit or unable to attend the classes or to perform outdoor work on health reasons, he/she should produce a medical certificate from a Medical Officer not below the rank of Assistant civil surgeon.

The concerned Course Directors can sanction casual leave for maximum period of three days at a stretch and more than this Director's permission is mandatory.

(ii) **Attendance:-**

Minimum attendance should be 80% of the total number of working days in each training session failing which the concerned trainee will not be allowed to appear for the examinations. In case the attendance is below 80% and above 70% and if the trainees furnish valid reasons for not attending the classes, the Board of Control may examine the issue and permit the trainee to appear for the examinations.

14. **Training Duration:-**

The period of training for Forest Section officers and Forest Beat Officers shall be as follows:-

Cadre	Duration of the training
Forest Beat Officers	Six months.
Forest Section Officers (Direct recruits & Converted from Jr.Asst.)	Six months.
Forest Section Officers (Promotees)	Three months.

15. **Medium of Instruction:-**

The medium of instruction in the Training Course is English/ Telugu for Forest Section Officer Trainees and Forest Beat Officer trainees. The Trainees shall be permitted to write the examinations either in English or in Telugu.

16. **Duration of Course Components:-**

(i) The duration for various course components during the training sessions shall be approximately as follows:-

a.	Forest Beat Officers Training:	
	Headquarters Lectures	90days
	Tours, Field Work & practical.	45 days
	Sundays and Holidays	45 days
	TOTAL :	180 days
b.	Forest Section Officers (DR) Training:	
	Headquarters Lecture classes	90days
	Tours, Field Work & Practical	45 days
	Sundays and Holidays	45 days
	TOTAL :	180 days
c.	Forest Section Officers (Promotee) Training:	
	Headquarters Lecture classes	50days
	Tours, Field Work & Practical	20 days
	Sundays and Holidays	20 days
	TOTAL :	90 days

(ii) The Board of Control is empowered to fix the Date of commencement of mandatory trainings in the Academy and also to alter the allotment of time specified for various course components.

(iii) The Director is empowered to close the Academy for maintenance of the buildings etc., if warranted or needed under any exigency for a period of two weeks in one or two spells in a specified training duration with prior intimation well in advance to all concerned.

17. **Subjects and Syllabus:-**

(i) Subjects to be taught, are mentioned in

a. Annexure-III for Forest Beat Officers training (six months),
b. Annexure-IV for Forest Section Officers training (DR course- Six months),
c. Annexure-V for Forest Section Officers training (Promotee course- Three months)

(ii) The syllabus and course content of respective subjects as incorporated in Annexures –III, IV, & V shall be prepared by the Director of the Academy and approved by the Board of Control and shall update as per the current trends of forest management whenever needed and accordingly add or delete any part of the course content.

(iii) The Board of Control shall oversee the process of conduct of final examinations for the mandatory trainings of Forest Section Officers and Forest Beat Officers periodically.

(iv) **The following are the maximum marks for the various subjects for the Forest Beat Officers Training (Six Months):**

Sl No.	Name of the Subject **Academic Subjects:**	Maximum Marks
1	Forest Survey, Forest Engineering and Information technology	75
2	Forest Botany	50
3	Social Forestry & Extension Education	50
4	General Silviculture, Geology and Soil Science	50
5	First Aid and Hygiene	25
6	Forest Management	50
7	Forest Utilisation and Forest Mensuration	50
8	Forest Protection and Forest Law	75
9	Wildlife Management and Eco tourism	50
10	Accounts and Office Procedure	50
11	Tour Examinations Theory	50
	Tour Journal	10
	Herbarium	15
	SUB-TOTAL	**600**

	Non-Academic:	
12	P.T.	25
13	Games & Sports	25
14	Marathon Race.	25
15	Conduct and Character	25
	GRAND TOTAL	**700**

(v) (a) The following are the maximum marks for the various subjects for the Forest Section Officers (DR) Training (Six months):

Sl No.	**Name of the Subject** / **Academic Subjects:**	Maximum Marks
1	Forest Survey and Drawing & Forest Engineering and Information technology	100
2	Forest Botany and Research Theory Practicals (Identification of Specimen) Herbarium Record	50 20 20 10
3	Social Forestry & Extension Education	50
4	General Silviculture, Geology and Soil Science	75
5	First Aid and Hygiene	25
6	Forest Management, Silvicultural systems & Working Plans	75
7	Forest Utilisation& Logging, Forest Mensuration	75
8	Forest Protection and Forest Law	100
9	Wildlife Management and Eco-tourism	100
10	Accounts and Office Procedure	75
11	Tour Examinations Theory	50
	Tour Journal	10
	Herbarium	15
	SUB-TOTAL	**850**
	Non-Academic:	
12	P.T.	25
13	Games& Sports,	25
14	Marathon Race.	25
15	Conduct and Character	25
	GRAND TOTAL	**950**

(v)(b) The following maximum marks are allotted for the various subjects for the Forest Section Officers (Promotees) Training (three months):

Sl No.	Name of the Subject	Maximum Marks
	Academic subjects:	
1	Forest Protection and Forest Law	75
2	Modern nursery techniques and raising of plantations	50
3	Forest Survey & Drawing, Engineering and Information Technology	75
4	Forest Management & Working plan	50
5	Wildlife Management - Eco-tourism	75
6	Forest Mensuration and Utilization	50
7	A.P.Forest Code – Service Rules – Accounts & Office procedure	50
8	Study tour a) Tour Examinations Theory b) Tour Journal c) Herbarium	15 5 5
	SUB TOTAL	**450**
	Non-Academic:	
9	P.T.	10
10	Games & Sports	15
11	Conduct & Character	25
	GRAND TOTAL	**500**

(vi) Physical Training in the morning and Sports & games in the evening are compulsory for all the trainees at the Academy.

18. **Examinations:-**

(i) Forest Section Officers Training:-

For the DR-Six months Training course:

At the end of the training, the examinations for the Forest Section Officer trainees will be conducted through written examination in 11 subjects mentioned above.

For the Promotee– Three months Training course:

At the end of the training, the examinations for the Forest Section Officer trainees will be conducted through written examination in 8 subjects as mentioned above.

(ii) Forest Beat Officers Training (Six Months Course):-

At the end of the training, the examinations for the Forest Beat Officer trainees will be conducted through written examination in 11 subjects mentioned above.

(iii)Extra Curricular Activities:

Apart from the written examinations in the specified subjects mentioned against the above training courses, the trainees will also be evaluated for their performance in Physical Training (PT), Sports & Games, Marathon Race and their Conduct and Character against the marks specified in the above tables.

(iii)(a) Moderation Marks:-

If any trainee fails in the final examination in three or less subjects, the Board of Control can add moderation marks to an extent of 10% of the maximum marks for the subject / subjects or 10 marks, whichever is more. Addition of moderation marks will not change the original merit list prepared on the basis of the first and final examinations.

(b) Question paper setting:-

The question paper setting and evaluation of answer scripts in the final examinations will be done by the External Examiners with 70% descriptive & 30% objective type questions for Forest Section Officer (DR- 6 months) training course, with 50% short notes & 50% objective type questions for Forest Section Officer (promotee- 3 months) training course and 50% short notes & 50% objective type questions for Forest Beat Officer (Six months) training course.

(c) In case any trainee is unable to appear for the examinations though he has undergone the full course of Training or failed in the final examinations or could not pass even after moderation marks are given, he/she may be permitted by the Director, Andhra Pradesh State Forest Academy, to attend the examinations along with the next batch, without undergoing Training for second time. Even after attending the examinations for second time with next batch, if the trainee fails in the examinations, he/she may be permitted for third and final attempt with the permission of PCCF & HoFF. Failure in the final attempt will disable the trainee for next promotion.

(iv) If the trainee has undergone only a part of the Training and not eligible to attend the examination, he/she shall compulsorily undergo the said Training in the immediate next batch in full and appear for the examination treating it as first attempt. **Failing which he/she shall become ineligible for next promotion.**

19. **Certificates and Prizes:-**

(i)Certificates:-

Forest Section Officers (Direct recruits - 6 months and Promotees-3 months training course) & Forest Beat Officers (6 months training course):

The minimum pass marks will be 40% of the maximum marks in each subject.

On successful completion of Training, the COURSE COMPLETION CERTIFICATE will be issued.

The **Honors Certificate** will be issued for those who obtain 75% and above marks in aggregate and not less than 50% marks in each of the subjects.

(ii)Prizes:-

Results of the final examinations for the mandatory trainings after tabulation of total marks are placed before the Board of Control and take approval for declaring the following prizes:-

(a) Gold Medal to the trainee who gets the highest total number of marks in all the Academic subjects and tour examinations together

for all the mandatory trainings.

(b) The Best All Rounder prize based on the overall performance of the trainees in academic subjects, tour examinations, Marathon race, Sports & Games and Conduct & Character after the tabulation of all marks.

(c) The Best All Rounder prize in Sports &Games during the Sports meet held at Academy level.

(d) Any other prize that may be instituted with the approval of the Board of Control.

(iii) If the certificate awarded by the Academy is lost by any trainee and a duplicate copy is requested, such duplicate copy shall be issued by the Director, Andhra Pradesh State Forest Academy on payment of a fee of Rs.100/-.

20. **Faculty and Resource persons:-**

(i) An Officer of the rank of Conservator of Forests and above including the IFS officer retired in the rank of Conservator of Forests and above **appointed by the Government of Andhra Pradesh** as Director of the Academy.

(ii) Deputy Conservator of Forests IFS cadre may be posted as Additional Director of the Academy.

(iii) State Forest Service Officers of the rank of Deputy Conservator of Forests or Assistant Conservator of Forests posted as Deputy Directors/Senior Faculty. One of the Deputy Directors of the Academy will act as Drawing and Disbursing Officer.

(iv) State Forest Service Officers of the rank of Forest Range Officers posted as Assistant Directors /Junior Faculty.

(v) To assist in the overall maintenance of the Academy, Forest Section Officers will be posted.

(vi) Physical Training Instructors will be posted to supervise the sports, games and physical training activities.

21. **Functions and Duties of Officers:-**

The functions and duties of various categories of officers working in the Academy are prescribed in **Annexure-VI.**

22. **Accommodation to Academy staff and training allowance to Faculty in the Academy and deputation allowance to non- faculty members:**

(i) Rent free accommodation shall be provided to all the faculty members including Director, staff members and the non-teaching staff subject to availability. Water, electricity and other service charges shall, however, be paid by the occupants.

(ii) The Officers posted as faculty members to work in the Academy such as Director, Additional Director, Deputy Director and Assistant Director shall be allowed an incentive of 15% of their basic pay for the period they work in the Academy. In so far as non-faculty members are concerned, they are allowed for deputation allowance at the rate of 5% on their basic pay.

23. **Powers of the Director:-**

(i) The Director is empowered to discharge any trainee if unable to continue the training due to serious medical grounds as certified by Medical Officer not below the rank of Assistant Civil Surgeon and in such case such trainee shall attend the training with next batch of training invariably.

(ii) The Director is empowered to discharge from training any of the trainees who is found to be undisciplined and of bad conduct and such trainees shall be dealt with disciplinary action as per the procedure in vogue. However in the case of the trainees from the sponsored organizations, the amount already paid by such organization shall be forfeited besides discharging the trainee sponsored.

(iii) As disciplinary authority, the Director shall exercise the powers of the Conservator of Forests and the Principal Chief Conservator of Forests & Head of Forest Force shall be the Appellate Authority on the orders of the Director.

(iv) The Director is empowered to invite Guest Speakers/ Resource persons on various subjects. The Guest Speakers/ Resource persons will be paid honorarium as approved in the Forest Schedule of Rates applicable to the Academy.

(v). The Director is authorized to incur an expenditure of not exceeding Rs.3,000/- per each trainee for conducting the convocation function for meeting the expenditure of certificates, prizes, medals, course lunch, etc.

(vi) Conduct of Final Examinations:

a. The Director of the Academy in consultation with the Chairman of Board of Control designate the External Examiners and Evaluators for the conducting of Final/semester end examinations for both Forest Section Officer and Forest Beat Officer training courses.

b. **INVIGILATION:** The Director of the Academy in consultation with the Circle Heads of territorial circles will nominate external invigilators not below the rank of Forest Range Officer for conducting the final examinations of the all the training sessions.

c. **SPOT VALUATION:** The Director of the Academy shall organize Spot Valuation of all the Answer scripts related to final examinations of all the training courses in the Academy premises.

(vii) The Director is empowered to engage part time services of a Medical Officer on payment of Honorarium/consultation fee with specified number of visits to the Academy every quarter/ three months for providing medical consultation to the trainees and staff.

(viii) The Director is authorized to incur an expenditure of upto Rs.2,000/- per trainee towards the Health check and Medical care of each trainee during the training course of respective batches.

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE-I

[(See Rule 8)]

SURETY BOND TO BE EXECUTED BY TRAINEES ALREADY IN THE SERVICE OF GOVERNMENT PRIOR TO ENTRY IN TO THE ANDHRA PRADESH STATE FOREST ACADEMY, RAJAMAHENDRAVARAM.

KNOW ALL MEN BY THESE PRESENTS THAT

(a).....S/D / W of Sri ..... R/O ..... on Part

AND

(b)

(c)

(d)

Called "the Sureties" are held and firmly bound unto the Governor of Andhra Pradesh (hereinafter called "the Government" which expression shall unless excluded by or repugnant to the subject or context include his / her successors, in office and assigns) in the sum of Rupees Fifty thousand / Twenty five thousand (Whatever is applicable as the case be) to be paid to the Government FOR WHICH PAYMENT will and truly be made, We hereby bind ourselves, our heirs, executors, administrators and representatives firmly by these presents as witness Our hand this _____day of _____

Whereas the Government of Andhra Pradesh for himself and his successors in office and assigns has engaged to educate the said (a)_____ at Andhra Pradesh State Forest Academy, Rajamahendravaram, in all matters relating to Forest Service, Forest works and Forest Administration that it may be deemed necessary by the Director of the said academy to teach the said (a) _____ and has also agreed to pay him/ her during the whole period of his / her stay at the said Academy and after the rate of Rupees _____ per month and whereas the cost of such education without any such allowance being included is estimated to be Rupees Fifty thousand / Twenty five thousand, which shall be taken to be the actual cost for the purpose of these presents and where as in consideration of such education and pay to be given to the said (a) _____ aforesaid by the Governor of Andhra Pradesh, and his successors in office and assigns the said (a) _____ has agreed that he / she will hereafter, after successfully completing his / her studies at the said Academy and if required to do so serve in the Forest Department of the Government of Andhra Pradesh for a period of not less than five years during the whole of which time he / she will diligently and efficiently do all acts and discharge all duties, which may be required of him / her to be done in his / her capacity as an officer of the said Department. And whereas the Governor of Andhra Pradesh has also agreed that the said (a) _____ shall be paid for such service at the rate admissible to a Forest Section Officer/ Forest Beat Officer under the rules and shall be entitled to all their rights and privileges in respect of pension and promotion accorded to officers of the said Department for the time being by the Rules and Regulations indemnifying the Governor of Andhra Pradesh, his successors in office and assigns against all loss and damage which he / she (a) _____ leaving without permission the Service in less than five years after the completion of the Training, refund to the Governor of Andhra Pradesh his successors in office and assigns of the total cost including the monthly payments made to the said (a) _____at the said Academy and as one of the education of the admission of the said (a)_____ to the said school, it has also been agreed that the said (b) _____ and said (c) _____ and said (d) _____ (sureties) should execute the above written bonds subject to the condition hereinafter contained. Now the conditions of the above written bond or obligation is such that if the said (a)_____ shall well and faithfully and diligently pursue his / her studies and at the said academy and

quality for the said Forest Service and shall also after completing his / her studies at the said Academy and if so required to serve the Governor of Andhra Pradesh, his successors in office and assigns, in the Forest Department of the government of Andhra Pradesh for a period of not less than five years and shall during the whole of such period diligently and efficiently to allocate and discharge all duties which may be required to be done by him / her in his / her capacity as an officer of the said (c) _____ and (d) _____or either of them **or either** or either of their heirs, executors, administrators and representative shall well and truly indemnify the said Governor of Andhra Pradesh, his successors in office and assigns against all loss and damage which he / she or they might or may in any way suffer by the reason of the said (a) _____giving causes for dismissal either while at the said Academy while in service of the said Governor of Andhra Pradesh, his successors in office or assigns, without permission in less than five years after the completion of the studies of the said (a) _____at the said Academy and if the said (c) _____or either of them or their heirs, executors, administrators or representatives shall also pay to the said Governor of Andhra Pradesh, his successors in office or assigns all sum or sum in any way expended, paid or incurred by the said Governor of Andhra Pradesh, his successors in office or assigns in respect of the education of the said (a) _____ at the said Academy, then the above written bond obligation shall be void other-wise the sum shall remain in full force and virtue and such sum or sums shall be liable to recovered from the said (a)_____and (c) _____ as if such sum or sums were arrears of Land Revenue under the provision of the Madras Revenue Recovery Act, 1864, without prejudice to any other mode of recovery. Provided always, and it is hereby expressly agreed and declared that these presents shall be treated and considered as entered into under the orders of the Government of Andhra Pradesh for the performance by the said (a) _____ and (c) _____ of a public duty and an act in which the public are interested within the meaning of section 74 of act IV of 1872 of the Legislative council of India.

(a) Name of Student (b) Address of student (c) name of sureties (d) Address of sureties (e) Rated of Pay and allowances.

In witness where as the said parties to these presents have here up to see their respective hands and seals the day and year first above mentioned.

Signed, sealed and delivered by the above named (a)_____(Student)

Signed sealed and delivered by the above named

(b) _____(Address of the Student)

in the presence of _____Signed sealed and delivered by the above

(c)_____ (sureties) in the presence of _____ (a) Name of student _____ (c) Name of the sureties.

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE II

[(See Rule 8)]

AGREEMENT TO BE EXECUTED BY TRAINEES ALREADY IN THE SERVICE OF THE GOVERNMENT PRIOR TO ENTRY INTO THE ANDHRA PRADESH STATE FOREST ACADEMY, RAJAMAHENDRAVARAM.

* * *

Articles of Agreement made and entered into this _____day of _____200 between(a)_____ (b)_____ of the first part (c) _____ (d) _____ son (ward) of the said (a) of the Second Part and the Governor of Andhra Pradesh, herein after referred to as the Government, of the third part. Where by each of the parties here to so far as the convenience and conditions of his / her own part are to be observed and performed, convenience with the other of them as follows:

(1) The said (c) _____hereby of his / her own free will and consent and with the approbation and consent of the said (a) _____ratified by the education of him / her of these presence in offices and to the Governor of Andhra Pradesh, his successors in office and assigns that the said (c) shall well and faithfully pursue his / her studies at Andhra Pradesh State Forest Academy, Rajamahendravaram and qualify for the Forest service of the Governor of Andhra Pradesh.

(2) The said (c) _____shall, after completing his / her studies at the said Academy, and if so required to do, serve the Governor of Andhra Pradesh and his successors in office and assigns of Andhra Pradesh Forest Department of the Government of Andhra Pradesh for a period of not less than five years and shall during the whole of such period diligently and efficiently do all acts and discharge all duties which may be required to be done by him in his / her capacity as an officer of the said Department.

(3) The Governor of Andhra Pradesh, his successors in office and assigns hereby engage to educate the said(c) _____at Andhra Pradesh State Forest Academy, Rajamahendravaram, in all matters relating to Forest service, Forest works and Forest Administration that it may be deemed necessary by the Director of the said Academy to teach.

(4) The Governor of Andhra Pradesh shall pay the said (c) _____, during the whole period of his / her stay at the said Academy at the rate of Rupees _____per month in respect of pay, pension and promotion accorded to officers of the department for the time by the rules and regulations of the Department.

(5) Lastly, it is hereby agreed and declared that the Governor of Andhra Pradesh and his successors in offices or assigns shall be at liberty to rescind this agreement on account of the negligence, failure to attend to duty, idleness or any insubordination or misconduct on the privileges hereby imposed on him / her but the said(c) _____ at the said school failing which all moneys due under these presents shall be liable to be recover from the said (c) _____ **and at the said Academy failing which all moneys due under these presents shall be liable to be recover from the said (c) and**

(c)_____as if they are arrears of Land Revenue under the provisions of the Revenue Recovery Act without prejudice to any other mode of recovery.

a) Name of students father or Guardian.
b) Address of students father or Guardian.
c) Name of student
d) Address of student

In witness where of the said parties of these presents have here un to set their respective hands and seals the date and year first above written.

Signed, sealed and delivered by the above name (a) _____in the presence of Signed, sealed and delivered by the above named (c) _____

In the presence of

Signed, sealed and delivered on behalf of the Government of Andhra Pradesh In the presence of (f) _____

a) Name of the student's father or Guardian
c) Name of the student.

f) Conservator of Forests or Divisional Forest Officers before whom the deed is executed

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE – III [(See Rule 17.1)]

SUBJECTS TO BE TAUGHT TO FOREST BEAT OFFICERS
(6 months)

Sl. no	Name of the Subject
1	Forest Survey, Forest Engineering and Information technology
2	Forest Botany
3	Social Forestry & Extension Education
4	General Silviculture, Geology and Soil Science
5	First Aid and Hygiene
6	Forest Management
7	Forest Utilisation and Forest Mensuration
8	Forest Protection and Forest Law
9	Wildlife Management and Eco tourism
10	Accounts and Office Procedure
11	Tour Examinations Theory
	Tour Journal
	Herbarium
12	P.T.
13	Games& Sports
14	Marathon Race.
15	Conduct and Character

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE – IV[(See Rule 17.1)]

SUBJECTS TO BE TAUGHT TO FOREST SECTION OFFICERS(DR) six months course

Sl.	Name of the Subject
1	Forest Survey and Drawing & Forest Engineering and Information technology
2	Forest Botany and Research Theory Practicals (Identification of Specimen) Herbarium Record
3	Social Forestry & Extension Education
4	General Silviculture, Geology and Soil Science
5	First Aid and Hygiene
6	Forest Management, Silvicultural systems & Working Plans
7	Forest Utilisation& Logging, Forest Mensuration
8	Forest Protection and Forest Law
9	Wildlife Management, Environment and Ecology
10	Accounts and Office Procedure
11	Tour Examinations Theory
	Tour Journal
	Herbarium
12	P.T.
13	Games& Sports,
14	Marathon Race.
15	Conduct and Character

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE – V [(See Rule 17.1)]

SUBJECTS TO BE TAUGHT TO FOREST SECTION OFFICERS (PROMOTEES) -3MONTHS

Sl.	Name of the Subject
1	Forest Protection and Forest Law/ legal provisions
2	Modern nursery techniques and raising plantations
3	Forest Survey & Drawing and Engineering
4	Forest Management & Working plan
5	Wildlife Management – Eco- tourism initiatives
6	Forest Mensuration and Utilization
7	A.P. Forest Code – Service Rules – Accounts & Office procedure
8	Study tour a) Tour Examinations Theory b) Tour Journal c) Herbarium
9	P.T.
10	Games & Sports

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

ANNEXURE-VI [(See Rule 21)]

Duties and functions of various categories of officers working at Andhra Pradesh State Forest Academy, Rajamahendravaram

1.	Director of the Academy.	i. Will be responsible for overall administration of the Academy. ii. Director reports to the Principal Chief Conservator of Forests & Head of Forest Force. iii. Will be responsible for giving general direction and doing supervision of all works, control of establishment, expenditure and all other administrative matters. iv. Will plan for the in-service trainings of different cadres of Forest Officers and ministerial staff of Forest Department in the State.
2.	Additional Director	i. Will be in-charge of Forest Section Officer & Forest Beat Officer trainings and deal with all the matters related to these trainings. ii. Will co-ordinate with all faculty members in preparation of time-table, field trips and entrusting field work to Forest Beat Officer & Forest Section Officer trainings. iii. Will assist Director in organizing refresher trainings. iv. Will be responsible for any other works assigned by the Director.
3.	Deputy Director	i. All the Deputy Directors shall act as faculty members. ii. A part from functions of faculty they will be entrusted to be in-charge of certain works for the maintenance of Academy. iii. (a) The Director shall entrust the functions of Drawing and Disbursing Officer (DDO) to one of the Additional/ Deputy Directors. (b) One of the Deputy Directors will act as Warden of the Hostels and as Trainees Mess Advisor. (c) One of the Deputy Directors will act as Course Director for Forest Section Officer trainees and one of the Deputy Directors as Course Director for Forest Beat Officer trainees. (d) One of the Deputy Directors will act as PT and Sports in-charge. iv. All the Additional/ Deputy Directors are directly responsible to the Director and discharge any other works assigned by the Director.
4.	Assistant Director /Junior Faculty (Forest Range Officer cadre)	i. One of the Assistant Directors will be entrusted with the job of Asst. Warden, who will assist the Warden in looking after the day to day affairs of Forest Section Officer & Forest Beat Officer trainees pertaining to Trainees Mess, Kitchen, Hostel Rooms, Roll Call etc. ii. Assistant Directors will accompany the trainees whenever they are on tours / field trips.

		iii. One Assistant Director will act as Assistant Course Director for Forest Section Officer training and another Asst. Director for Forest Beat Officer training. iv. All the Assistant Directors apart from execution of works will also assist the Faculty in taking practical sessions. v. If any Assistant Director is competent in teaching, he / she shall also be drafted as faculty for both the trainings. vi. All the Assistant Directors are directly responsible to the Director and discharge any other works assigned by the Director.
5	Forest Section Officers	i. The Forest Section Officers working in the Academy will assist the Assistant Directors, to whom they are attached for the execution and completion of works allotted to them for the administration of the Academy. ii. Will attend all the jobs that are entrusted to them. iii. One of the Forest Section Officers will be allotted the job of attending at Help Desk/ reception in the Academy. iv. Will assist the Asst. Directors in conducting the tours / field trips / field work of trainees. v. Will be responsible for any other works entrusted to them for the Administration of the Academy.
6.	Physical Training Instructor	i. Will train the trainees in morning PT/yoga/games and sports. ii. Will train the trainees in drill and March-Past iii. Will assist the Warden during the Roll-Call at night in the Hostel iv. Will be responsible for the overall physical fitness and smartness of the trainees. v. PTI shall assist the Asst. Director in conducting Field Work/Field Trip/ study tours. vi. Will be responsible for any other works entrusted to them, such as organizing State Level Sports meet etc. in the Academy.

NEERABH KUMAR PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT